eSchoolData

Attendance Maintenance

High School and Middle School

Attendance Administration

This user manual covers Attendance Administration within the eSchoolData (eSD®) Student Management System for attendance managers to monitor, record, and reconcile attendance information.

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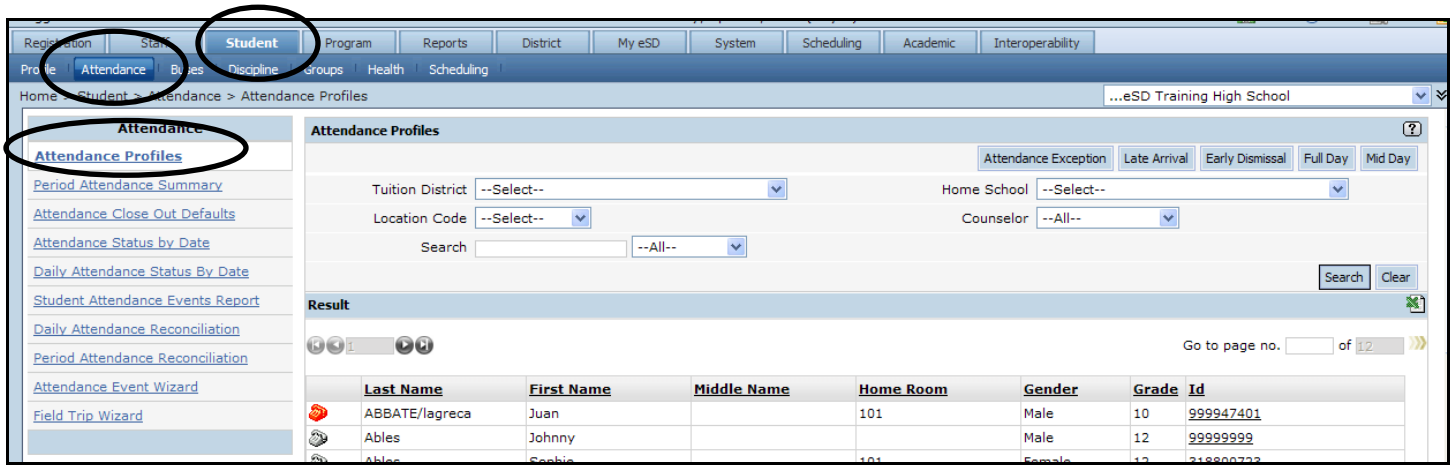
Attendance Profiles

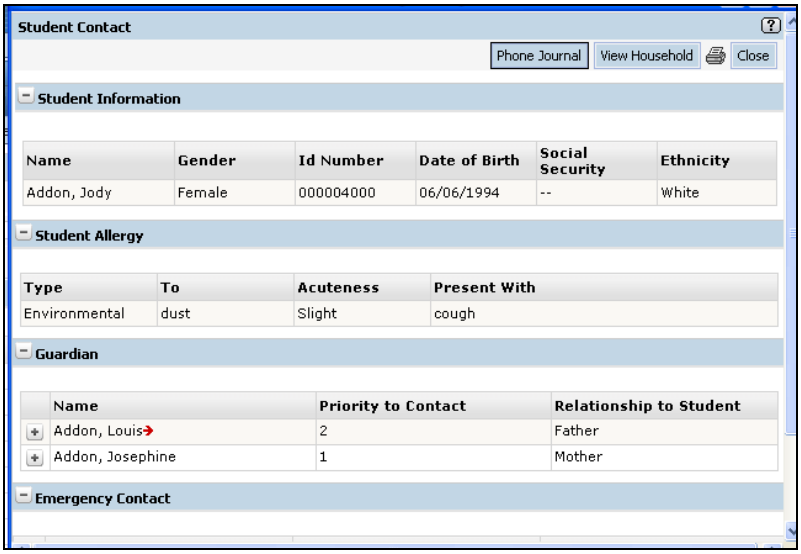
Student > Attendance> Attendance Profiles

This report provides a direct way to view daily, weekly, monthly, cumulative, and historical attendance details by student. Users can also edit attendance, enter Attendance Events, view student Contacts, and access a list of Attendance Exceptions.



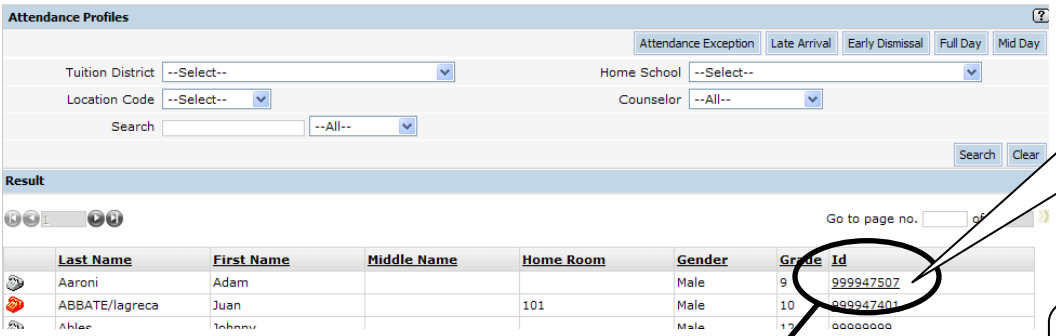
Viewing Student Contact Information

Click for household, guardian, contact, and student allergy information. Red phone and red arrow icons indicate a Guardian Alert.



Viewing individual student attendance

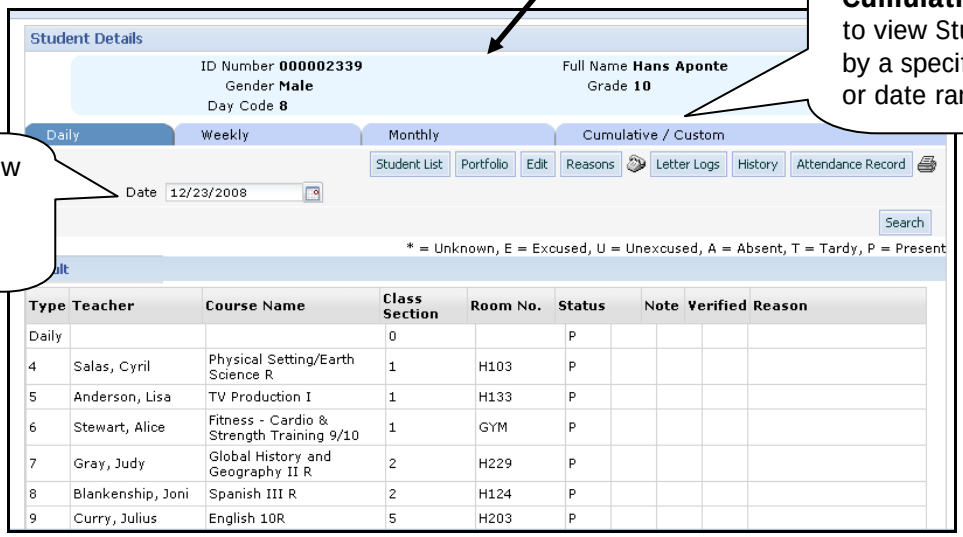
Student> Attendance> Attendance Profiles> Student ID



In the Attendance Profiles screen, click the ID Number for the student attendance you want to view.

Select **Weekly, Monthly,** or **Cumulative/Custom** tabs to view Student Attendance by a specified week, month, or date range.

Change date to view attendance for a different date, and click **Search**.



Student List — Go back to Attendance Profiles

Portfolio — Open the student portfolio

Edit — Edit Student Attendance

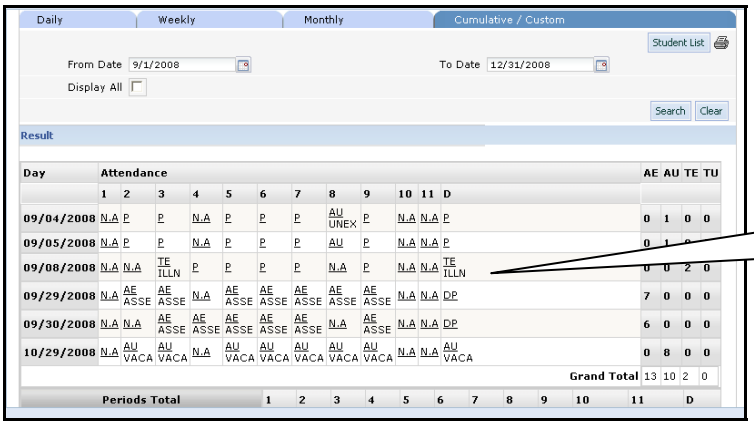
Reasons — View Attendance Reasons Table and Codes

Letter Logs — List of student Attendance Letters and dates

History — Historical Attendance Report by year

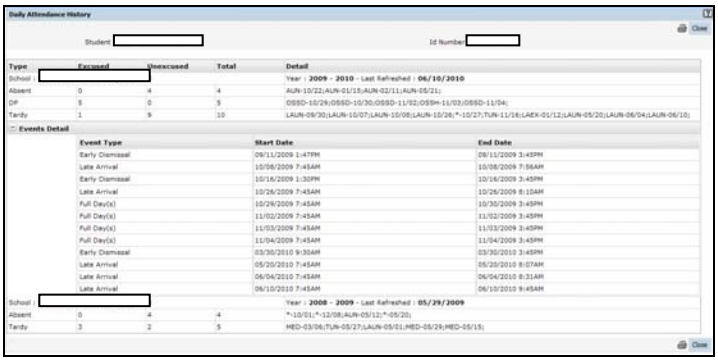
Attendance Record — Permanent Student Attendance Record

Attendance Status Key:
P = Present
AE = Absent Excused
AU = Absent Unexcused
A* = Absent Unexcused with no reason attached
TE = Tardy Excused
TU = Tardy Unexcused
T* = Tardy Unexcused with no reason attached
PE = Partially Excused
PU = Partially Unexcused


Daily
Weekly
Monthly
Cumulative / Custom
Student List
From Date 9/1/2008
To Date 12/31/2008
Display All
Search
Clear
Result
Day
Attendance
AE AU TE TU
1 2 3 4 5 6 7 8 9 10 11 D
09/04/2008 N.A P P N.A P P P AU UNEX P N.A N.A P 0 1 0 0
09/05/2008 N.A P P N.A P P P AU P N.A N.A P 0 1 0 0
09/08/2008 N.A N.A TE ILLN P P P N.A P N.A N.A TE ILLN 0 0 2 0
09/29/2008 N.A AE ASSE AE ASSE N.A AE ASSE AE ASSE AE ASSE AE ASSE N.A N.A DP 7 0 0 0
09/30/2008 N.A N.A AE ASSE AE ASSE AE ASSE AE ASSE AE ASSE N.A AE ASSE N.A N.A DP 6 0 0 0
10/29/2008 N.A AU VACA AU VACA N.A AU VACA AU VACA AU VACA AU VACA AU VACA N.A N.A AU VACA 0 8 0 0
Grand Total 13 10 2 0
Periods Total 1 2 3 4 5 6 7 8 9 10 11 D

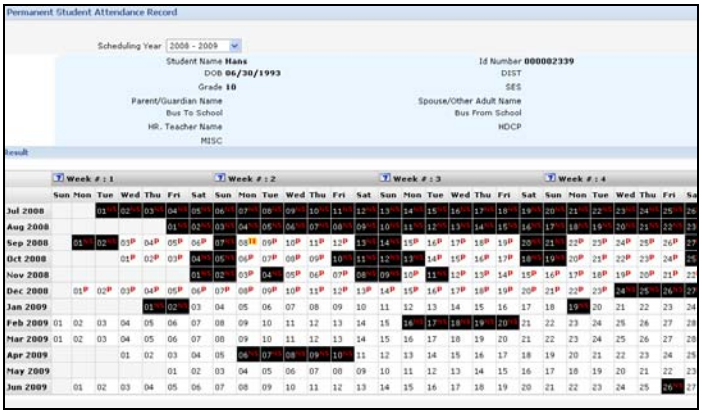
Tip: Clicking on underlined attendance will take you to Daily Attendance for that day.

Cumulative/Custom Tab



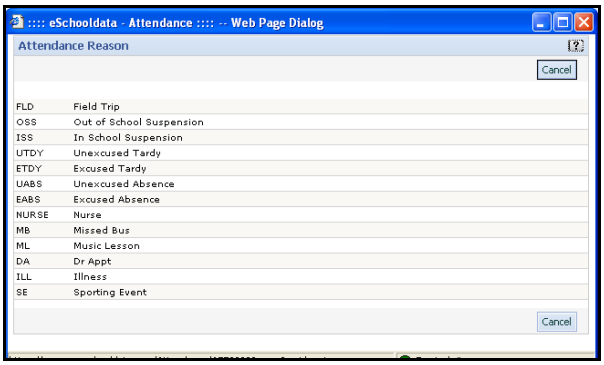
Attendance History Report (History of student attendance by year)

Student-> Attendance->
Attendance Profile->
Select student from list-> History Button



Attendance Record

Student-> Attendance-> Attendance Profile->
Select student from list->
Attendance Record Button



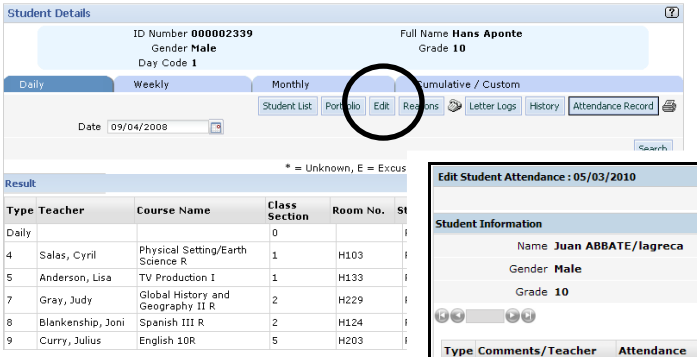
Attendance Reasons

Student-> Attendance-> Attendance Profile->
Select student from list->
Reasons Button

Editing student attendance

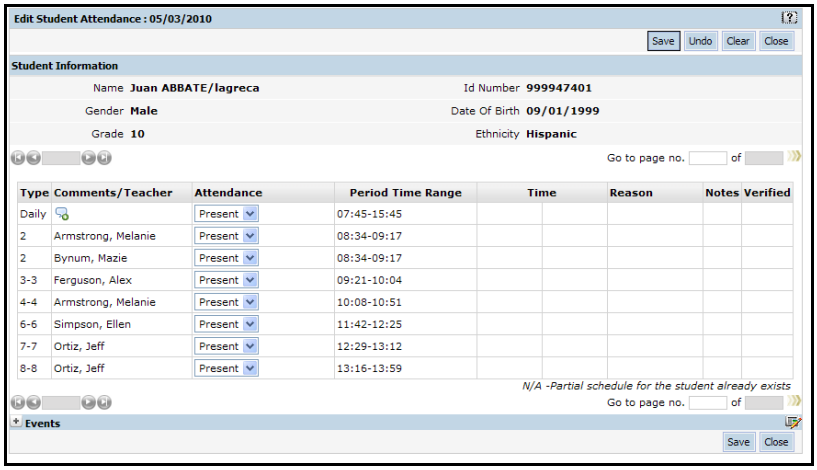
Student> Attendance> Attendance Profile> Student ID

Click **Edit** on the Attendance Profile for the **Edit Student Attendance** screen.



Click Save to save changes.

Clear: to set attendance back to Present. Must click **Save** for Clear to register.



Click to enter a comment for Daily Attendance. Teachers see this comment in their attendance roster.

Daily Attendance

Mark student Present, Absent or Tardy for the day. Daily Attendance can only be accessed by the Attendance Officer.

To Mark student **Absent** for the day:
Select Absent for *Daily* from the dropdown. The absence will filter to all periods. The same happens for Reason, Note, and Verified.

To Mark student **Tardy** for the day:
Select Tardy for *Daily* from the dropdown and enter the Time. Full periods missed by the student will be changed to Absent.

Period Attendance

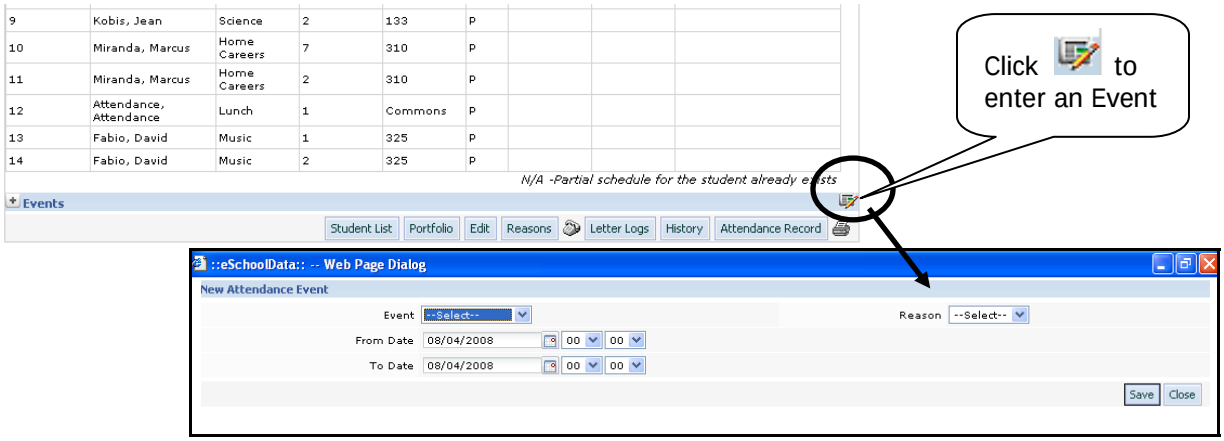
Mark student Present, Absent, or Tardy to class. Entered by teachers, but can be changed by the Attendance Officer and will only affect the selected period.

Note: Attendance entered or edited by a Super User (Attendance Officer), can only be edited by a Super User. Teachers cannot edit attendance entered by a Super User.

Entering Attendance Events

Student>Attendance> Attendance Profile> Select Student ID> Attendance Events button

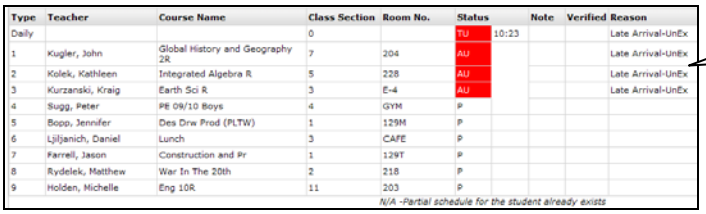
An Attendance Event is a feature to quickly enter attendance for a planned event (i.e. Early Dismissal for a Doctor's Appointment). There are 4 Attendance Event choices: Full Day, Midday, Early Dismissal, and Late Arrival.



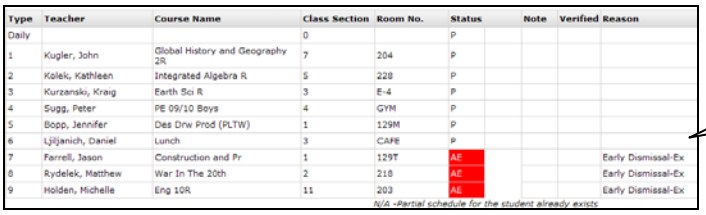
1.) Select Event
2.) Select an Attendance Reason.
3.) Enter Date and Time. (Full Day Event enables you to enter a date range.)

Things to Remember:

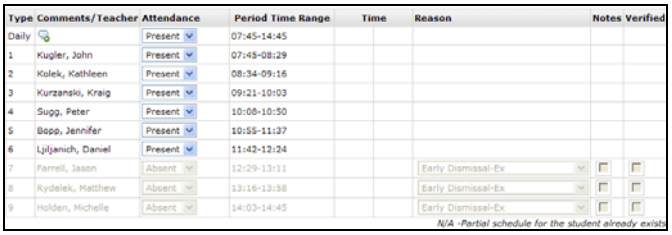
Upon entering an Attendance Event, the Daily and Period Attendance will be updated in both the Student Attendance Report and the Teacher Attendance Roster.



Late Arrival event marks the student Tardy for day with the time and absent for the periods the student is absent from.



Early Dismissal event marks the student AE/AU for the periods the student is absent from.



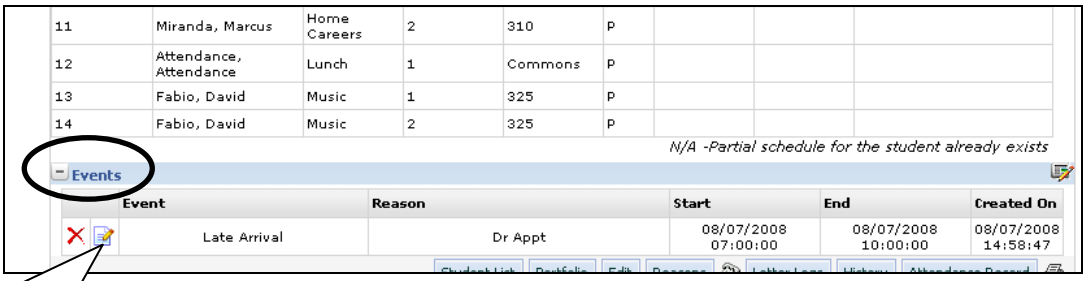
Once an event has been entered, the attendance affected by the event will appear gray in the student's Edit Student Attendance screen and cannot be edited unless the event is deleted or changed.

Viewing and Editing Attendance Event

Event for the day can be viewed or edited by clicking on **Events** at the bottom of the Student Daily Attendance screen.

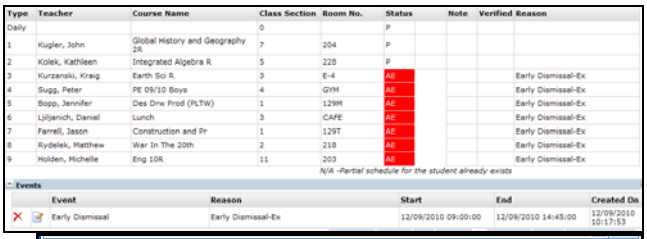
Red X = Delete Event

Pencil/Paper = Edit Event

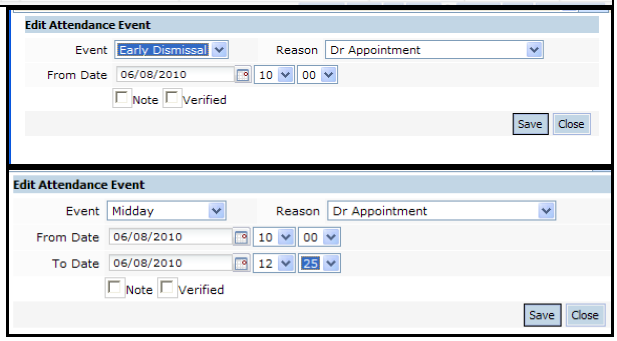

11 Miranda, Marcus Home Careers 2 310 P
12 Attendance, Attendance Lunch 1 Commons P
13 Fabio, David Music 1 325 P
14 Fabio, David Music 2 325 P
N/A -Partial schedule for the student already exists
Events
Event Reason Start End Created On
Late Arrival Dr Appt 08/07/2008 07:00:00 08/07/2008 10:00:00 08/07/2008 14:58:47

Change the type of event, date or time in the Edit Event screen. For example, change an Early Dismissal to Midday if the student leaves school and returns.

When a Student Returns to School from an Early Dismissal

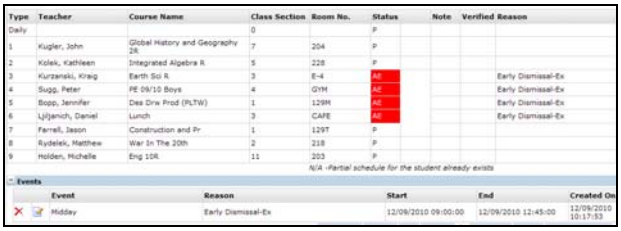


1. Click on the + Events to view the Early Dismissal



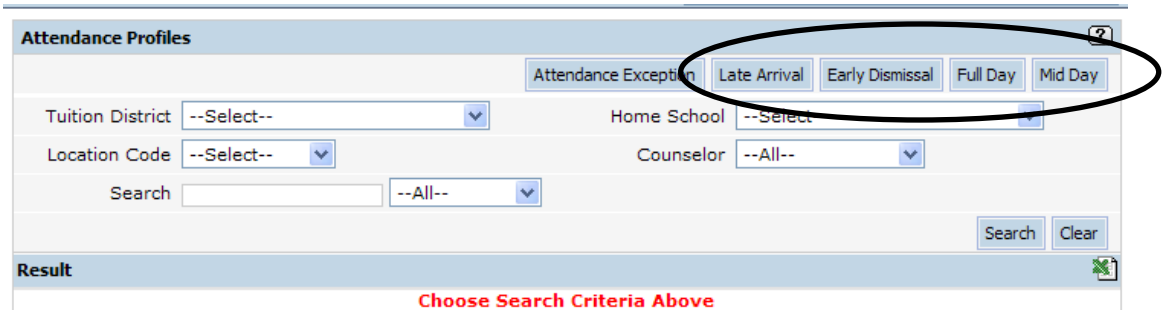
3. Change the Event from Early Dismissal to Mid Day by clicking on the dropdown for Event.

4. Enter time returned and Save. The attendance will update in the student record in teacher attendance.



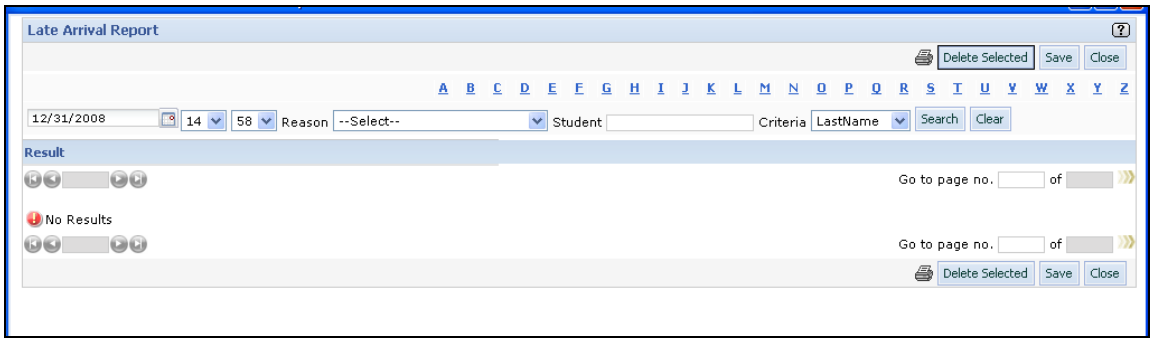
Mass Entry of Early Dismissal, Late Arrival, Full Day, and Mid Day Events

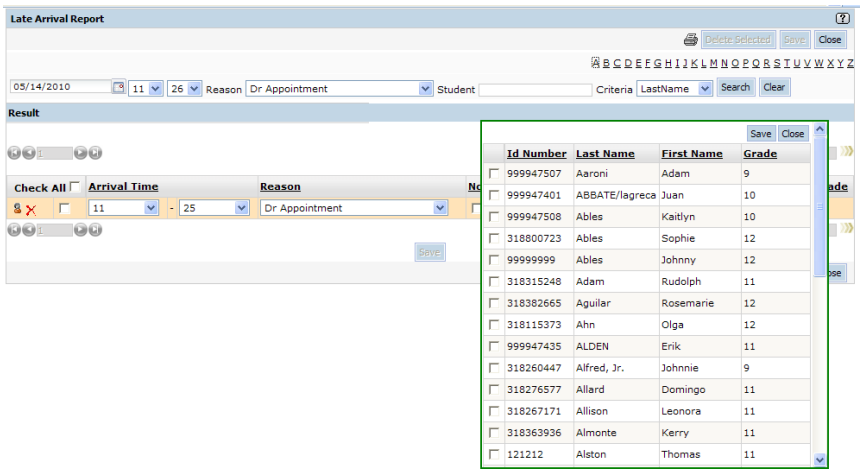
Student> Attendance> Attendance Profile- Early Dismissal, Late Arrival, Full Day or Mid Day



After selecting the Event button, the following screen will open. For each student entry, you must enter the following information:

1.) Date (by default will show current date)
2.) Time (unless using Full Day event)
3.) Reason
4.) Student Name





Searching for Student Name:

1.) Click on a letter of the alphabet for a list of students by last name.
2.) Click in box to select student. More than 1 student can be selected at a time.
3.) Click Save.

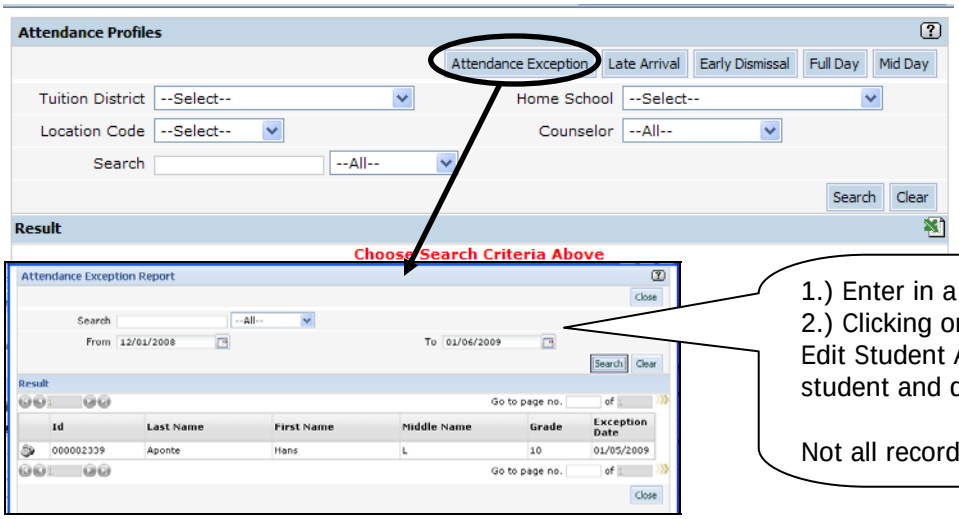
Student Name can also be searched by entering a Criteria and clicking Search.

The student's Attendance Profile and Teacher Attendance Roster will both be updated. You can edit Time and Reason or Delete Event records from this window.

Attendance Exceptions Report

Student> Attendance> Attendance Profile> Attendance Exceptions button

The **Attendance Exceptions** Report provides a list of student instances that may contain a conflict in the attendance record. In particular, if the student is marked Absent for the day with an Attendance Reason setup as a Daily Present reason.



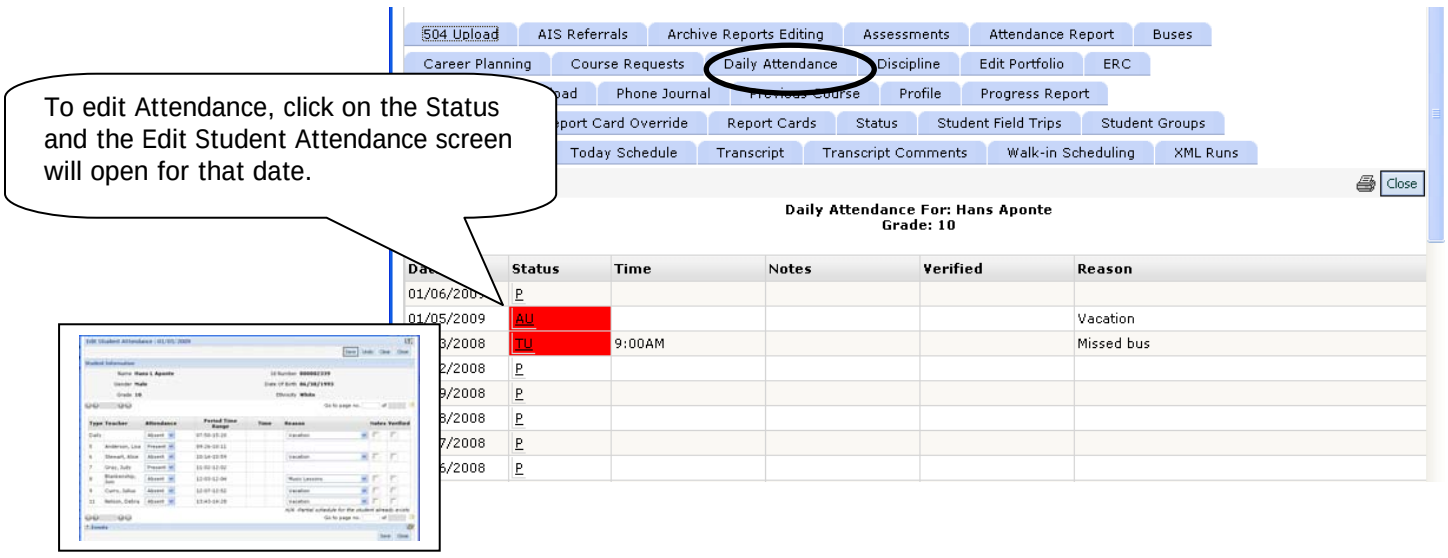
1.) Enter in a date range, and click **Search.**
2.) Clicking on the student name will open the Edit Student Attendance screen for the selected student and date to view or edit attendance.

Not all records in this report need correction.

Daily Attendance Report in Student Portfolio

Student> Attendance> Attendance Profile> Select Student from list> Portfolio button> Daily Attendance tab

This report shows the student's Daily Attendance by date for the entire year, including Attendance Reasons, Note, and Verified.



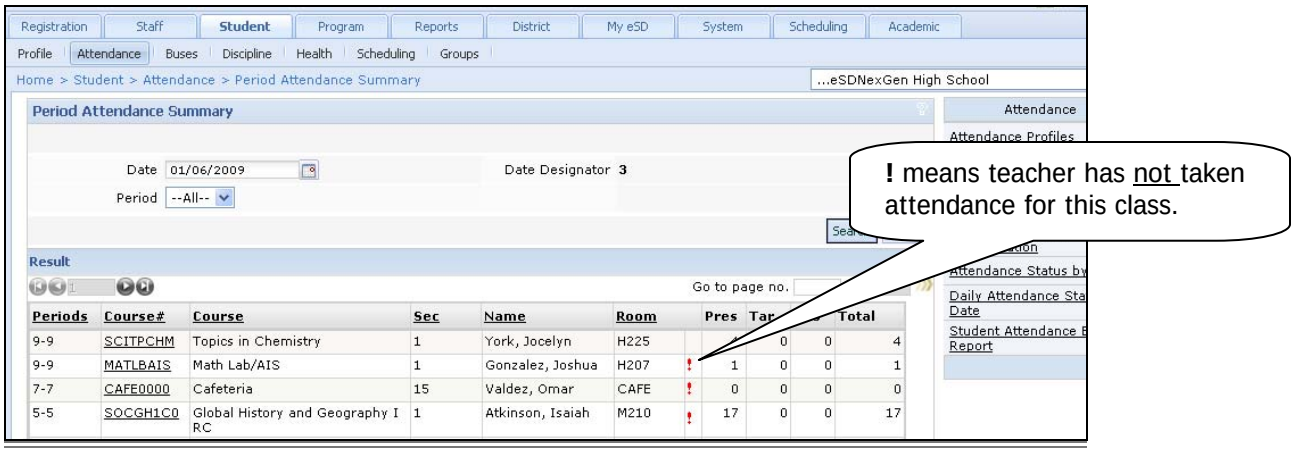
To edit Attendance, click on the Status and the Edit Student Attendance screen will open for that date.

Attendance Reports

Period Attendance Summary

Student> Attendance> Period Attendance Summary

This report enables the user to view the attendance taken by period and class at any point during the day.



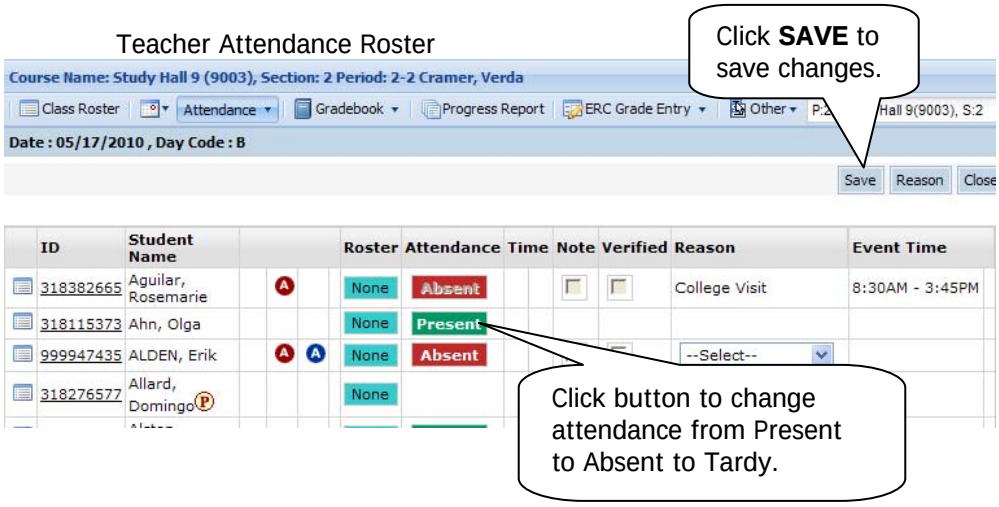
To view the Teacher Attendance Roster, click on a **Course Number**. Attendance can be taken for the teacher from this screen.

Red (A) = Student missed one or more classes

Blue (A) = Student is absent for the day

(P) = Student is partially scheduled for this class

View Student Schedule



Things to Remember:

1.) Attendance entered on this screen will filter to student's **Period Attendance** in their Attendance Profile. If a student is Tardy to school, this should be entered on the student's Attendance Profile for **Daily Attendance**.

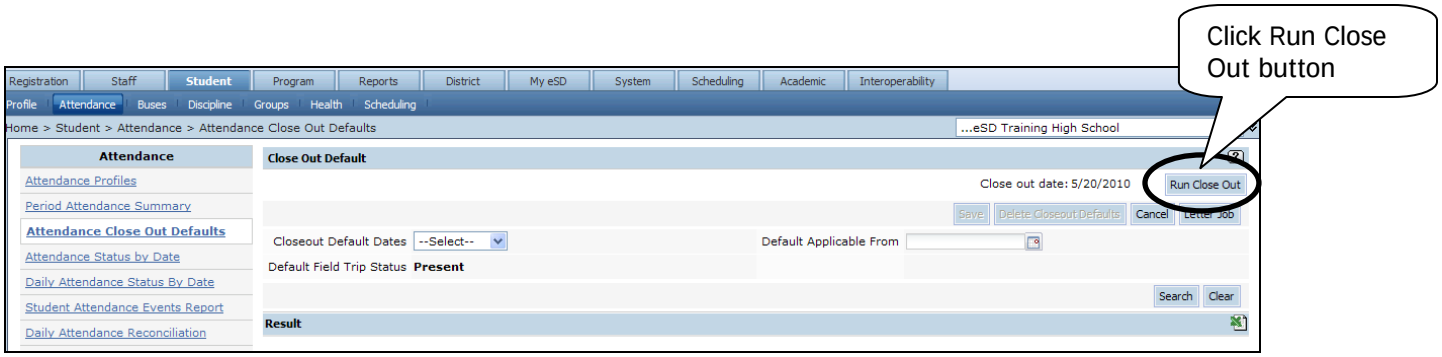
2.) Teachers can click on the Red A to view the student's daily and period attendance for the day.

3.) Teachers see Events with the time.

Attendance Close Out Defaults

Student> Attendance> Attendance Close Out Defaults

The **Attendance Close Out Defaults** is a utility that copies "Attendance Period" attendance (HR attendance) to Daily Attendance, for all students. Run this utility before running the Daily Attendance Reports.



Note: Student attendance can be manually edited throughout the day, before and after the Close Out has been run.

Attendance Closeout Procedure

After the school day has ended, eSD® uses a "close-out" process to derive Daily Attendance based on school Attendance Closeout Default parameters. The close-out process examines period attendance records by student for the day, and applies an overall Daily Attendance Status according to these parameters. For example, if the school Attendance Policy states that Homeroom Class (setup in this school as Period 1) should be applied to Daily Attendance, after the Closeout Process is run, any student marked absent for Homeroom would be marked as Daily Absent.

Note: The close-out process will never overwrite a Daily or Period Attendance entered by a Super User or Teacher.

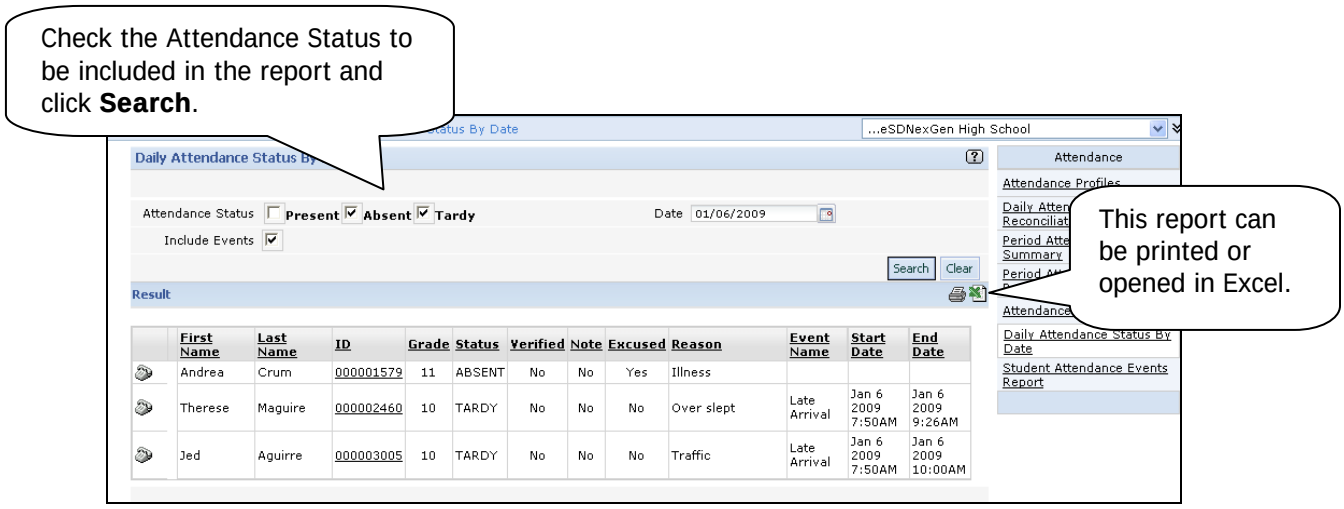
What this means is if the Attendance officer has manually entered a student's attendance or run the Attendance Close Out (which affects Daily Attendance only), that student's attendance will be locked and the close-out will not change Daily attendance that is locked.

Note: The Closeout Process only affects the attendance for that day. It does not change attendance for past dates.

Daily Attendance Status By Date

Student> Attendance> Daily Attendance Status by Date

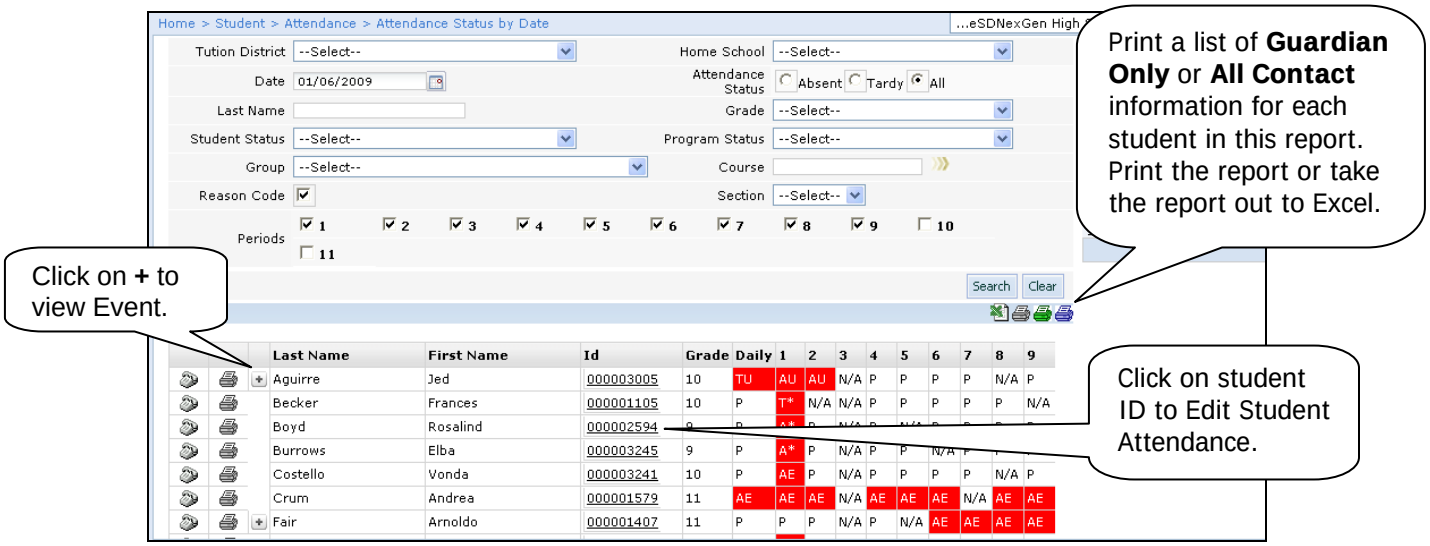
The Daily Attendance Status by Date report is a list of students that are Absent or Tardy for the day. The report pulls this information from student's **Daily Attendance**. The Attendance Close Out Defaults updates this report.


Check the Attendance Status to be included in the report and click **Search**.
This report can be printed or opened in Excel.
Daily Attendance Status By Date
...eSDNexGen High School
Attendance Status Present Absent Tardy
Date 01/06/2009
Include Events
Search Clear
Result
Attendance
Attendance Profiles
Daily Attendance Status By Date
Student Attendance Events Report
First Name | Last Name | ID | Grade | Status | Verified | Note | Excused | Reason | Event Name | Start Date | End Date
Andrea | Crum | 000001579 | 11 | ABSENT | No | No | Yes | Illness
Therese | Maguire | 000002460 | 10 | TARDY | No | No | No | Over slept | Late Arrival | Jan 6 2009 7:50AM | Jan 6 2009 9:26AM
Jed | Aguirre | 000003005 | 10 | TARDY | No | No | No | Traffic | Late Arrival | Jan 6 2009 7:50AM | Jan 6 2009 10:00AM

Attendance Status by Date

Student> Attendance> Attendance Status by Date

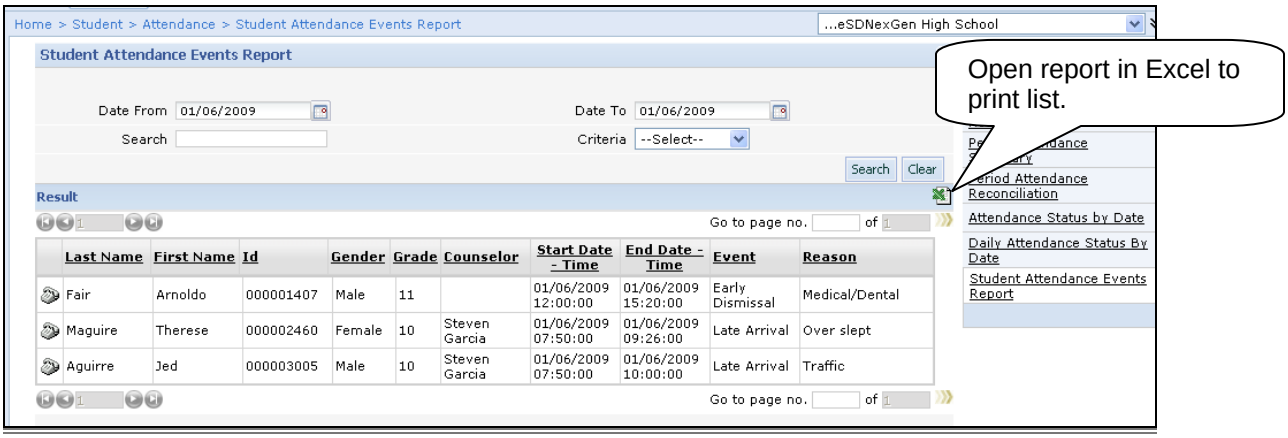
The Attendance Status by Date report enables the user to monitor Real Time student attendance by period. The report can be run by many different search options or by a specific period.


Print a list of **Guardian Only** or **All Contact** information for each student in this report. Print the report or take the report out to Excel.
Click on **+** to view Event.
Click on student ID to Edit Student Attendance.
Home > Student > Attendance > Attendance Status by Date
Tution District --Select--
Home School --Select--
Date 01/06/2009
Attendance Status Absent Tardy All
Last Name
Grade --Select--
Student Status --Select--
Program Status --Select--
Group --Select--
Course
Reason Code
Section --Select--
Periods 1 2 3 4 5 6 7 8 9 10 11
Search Clear
Last Name | First Name | Id | Grade | Daily | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9
Aguirre | Jed | 000003005 | 10 | TU | AU | AU | N/A | P | P | P | P | N/A | P
Becker | Frances | 000001105 | 10 | P | T* | N/A | N/A | P | P | P | P | P | N/A
Boyd | Rosalind | 000002594
Burrows | Elba | 000003245 | 9 | P | A* | P | N/A | P | P | N/A
Costello | Vonda | 000003241 | 10 | P | AE | P | N/A | P | P | P | P | N/A | P
Crum | Andrea | 000001579 | 11 | AE | AE | AE | N/A | AE | AE | AE | N/A | AE | AE
Fair | Arnoldo | 000001407 | 11 | P | P | P | N/A | P | N/A | AE | AE | AE | AE

Student Attendance Events Report

Student> Attendance> Student Attendance Events Report

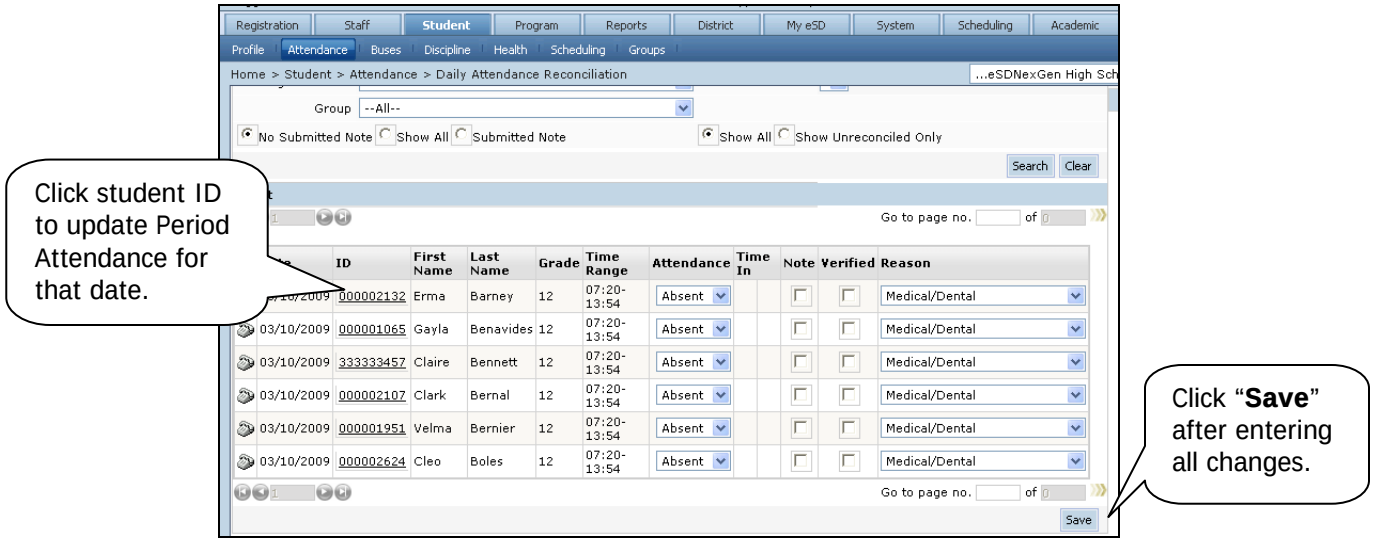
The Student Attendance Events Report is a list of all Events setup for students in a specified date range. These Events include: Full Day, Early Dismissal, Midday, Late Arrival, and Field Trips. This report can also generate a list of Events setup for a specific student by any date range.


Home > Student > Attendance > Student Attendance Events Report
...eSDNexGen High School
Student Attendance Events Report
Open report in Excel to print list.
Date From 01/06/2009
Date To 01/06/2009
Search
Criteria --Select--
Search Clear
Result
Go to page no. of
Last Name First Name Id Gender Grade Counselor Start Date - Time End Date - Time Event Reason
Fair Arnoldo 000001407 Male 11 01/06/2009 12:00:00 01/06/2009 15:20:00 Early Dismissal Medical/Dental
Maguire Therese 000002460 Female 10 Steven Garcia 01/06/2009 07:50:00 01/06/2009 09:26:00 Late Arrival Over slept
Aguirre Jed 000003005 Male 10 Steven Garcia 01/06/2009 07:50:00 01/06/2009 10:00:00 Late Arrival Traffic
Period Attendance Reconciliation
Attendance Status by Date
Daily Attendance Status By Date
Student Attendance Events Report

Daily Attendance Reconciliation

Student-> Attendance-> Daily Attendance Reconciliation

The Daily Attendance Reconciliation report is used to quickly update attendance reasons, note, and/or verified on Daily Attendance for attendance records within a date range. This report can also be used to get a list of students that have not submitted a note.


Registration Staff Student Program Reports District My eSD System Scheduling Academic
Profile Attendance Buses Discipline Health Scheduling Groups
Home > Student > Attendance > Daily Attendance Reconciliation
Group --All--
No Submitted Note Show All Submitted Note
Show All Show Unreconciled Only
Search Clear
Click student ID to update Period Attendance for that date.
ID First Name Last Name Grade Time Range Attendance Time In Note Verified Reason
03/10/2009 000002132 Erma Barney 12 07:20-13:54 Absent Medical/Dental
03/10/2009 000001065 Gayla Benavides 12 07:20-13:54 Absent Medical/Dental
03/10/2009 333333457 Claire Bennett 12 07:20-13:54 Absent Medical/Dental
03/10/2009 000002107 Clark Bernal 12 07:20-13:54 Absent Medical/Dental
03/10/2009 000001951 Velma Bernier 12 07:20-13:54 Absent Medical/Dental
03/10/2009 000002624 Cleo Boles 12 07:20-13:54 Absent Medical/Dental
Go to page no. of
Save
Click "Save" after entering all changes.

Attendance Utilities

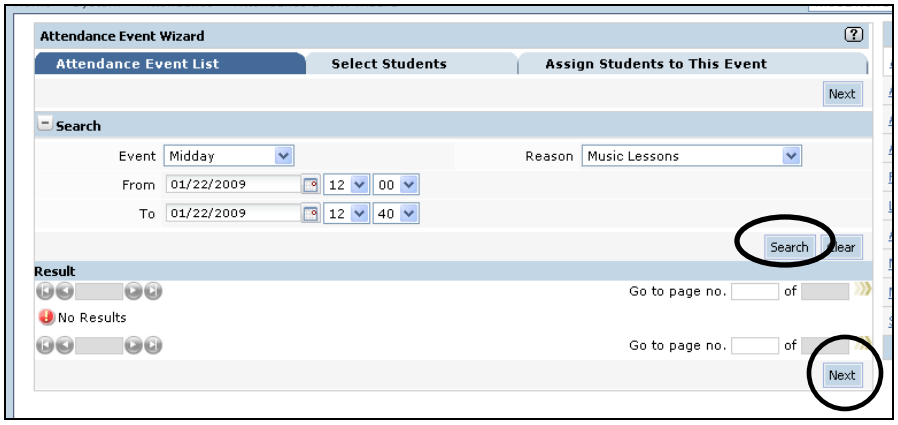
Attendance Event Wizard

Student> Attendance> Attendance Event Wizard

The Attendance Event Wizard is a utility for assigning an Attendance Event to a group of students in mass.

Step 1: Attendance Event List

- Select the **Event**, **Reason**, **Date**, and **Time**
- Click "**Search**". A list of students already setup with an Event according to the criteria entered will appear.
- If there are no students assigned to this event, you will see "No results".
- To assign students, click **Next.**

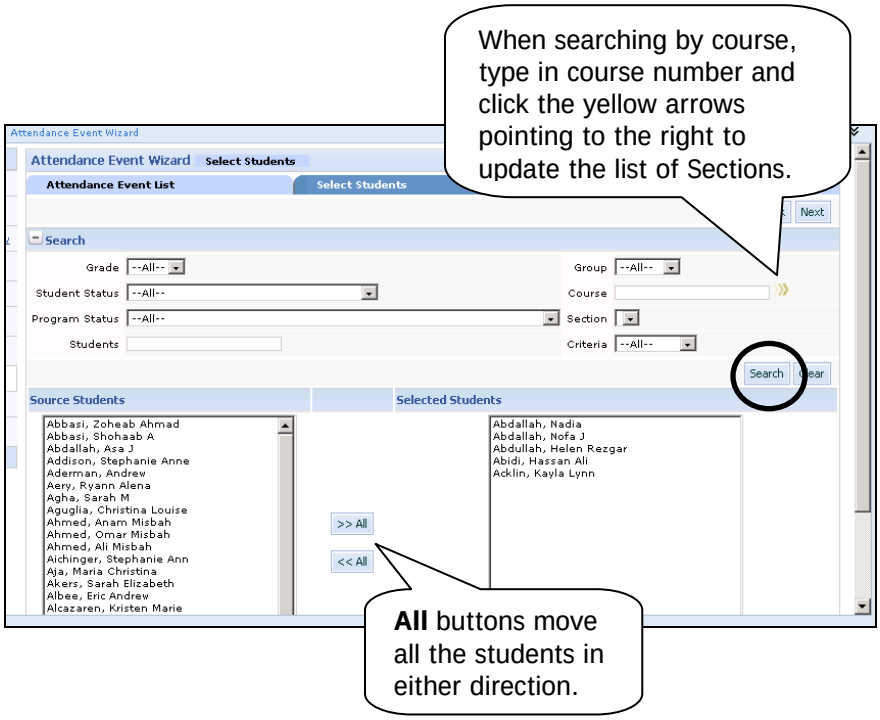


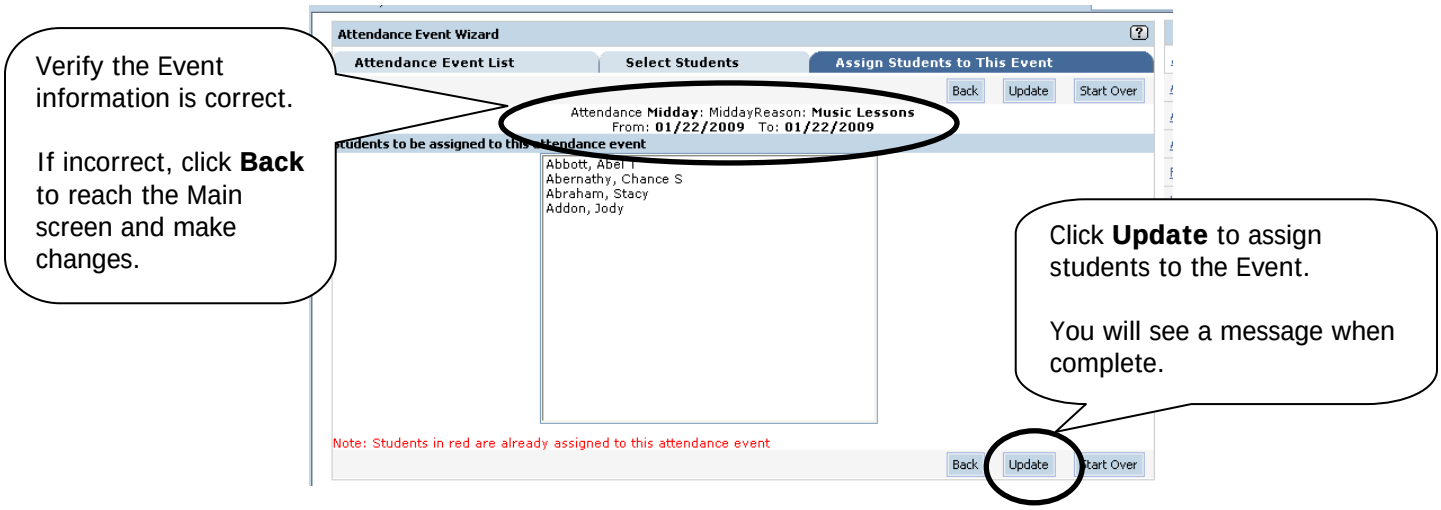
Step 2: Select Students

1. Click Search or select criteria for students to be assigned to the Event, and click Search.

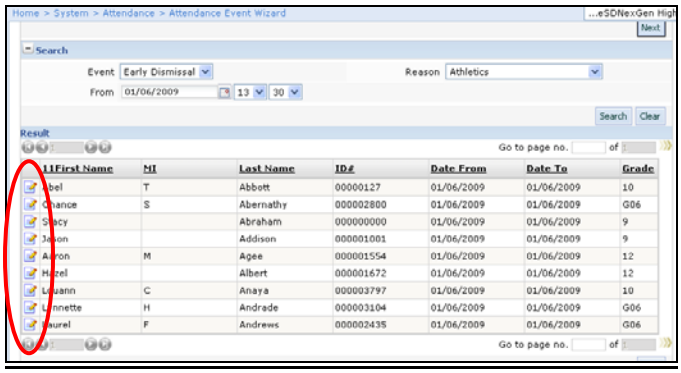
2. Click on the student name in the "**Source Students"** list to move student under the "**Selected Students"** list. Students already assigned to the Event will appear in Red under Selected Students.

3. Once the students have been selected, scroll to the bottom of the screen and click Next.




Verify the Event information is correct.
If incorrect, click **Back** to reach the Main screen and make changes.
Attendance Event Wizard
Attendance Event List
Select Students
Assign Students to This Event
Back
Update
Start Over
Attendance Midday: MiddayReason: Music Lessons
From: 01/22/2009 To: 01/22/2009
Abbott, Abel T
Abernathy, Chance S
Abraham, Stacy
Addon, Jody
Note: Students in red are already assigned to this attendance event
Click **Update** to assign students to the Event.
You will see a message when complete.

Edit Events in the Wizard



Editing an event that had been created through the wizard needs to be done by student.

1.) Go to the Attendance Event Wizard
2.) Enter the Event type, date, reason, time
3.) Click Search

This will bring up the list of students assigned to the event.

4.) Click on the Paper/Pencil icon in front of each student's name and edit the event in the Edit Student Attendance screen.

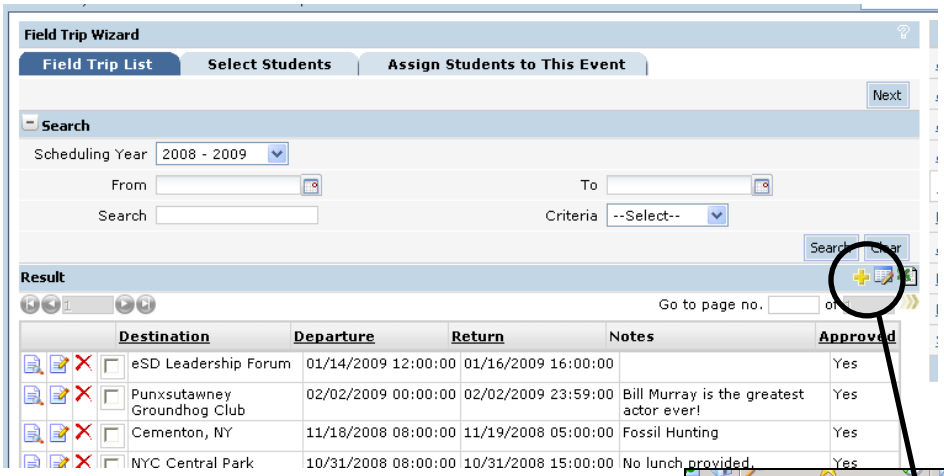
Field Trip Wizard

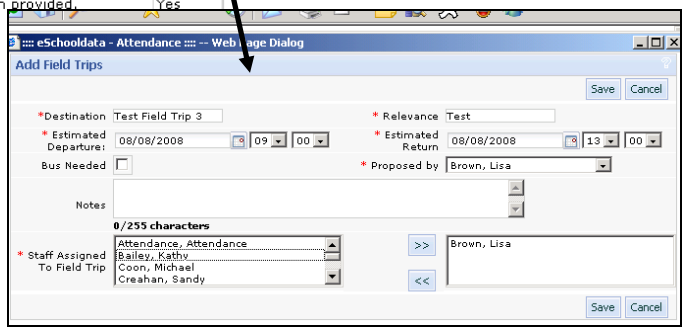
Student> Attendance> Field Trip Wizard

The Field Trip Wizard is used to manage a group of students on a school-sponsored field trip or any other school activity. This tool can be used to print a list of students and guardian information. A field trip cannot be entered for a past date, but can be entered for a future date, the same day, or a multiple date range. Once setup, a field trip can be edited before or during the Field Trip time. (It cannot be edited once the Field Trip is over.)

Creating Field Trips

Step 1: Create a New Field Trip, click the yellow **+**.





Enter information in all fields with a Red *. Then click "**Save**".

Step 2: Assigning Students

On the main screen, click in the check box in front of the field trip and click "**Next**".

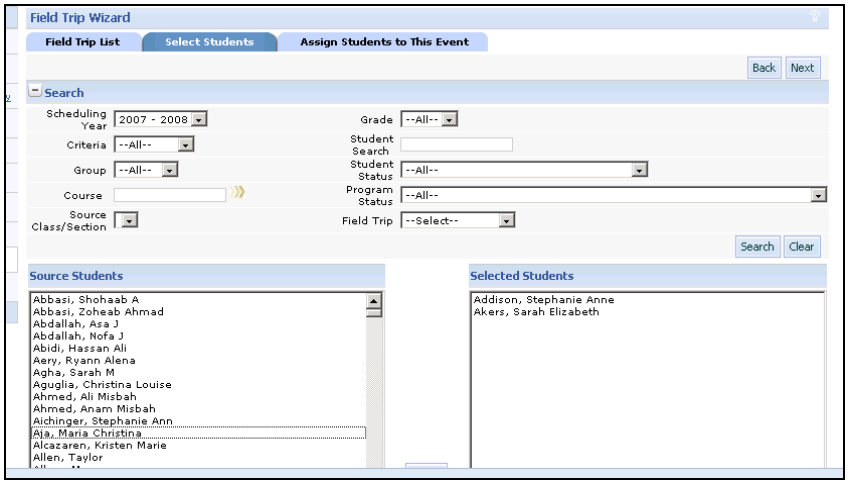
To delete a field trip, click the Red X.

Step 2: Assigning Students (Continued)

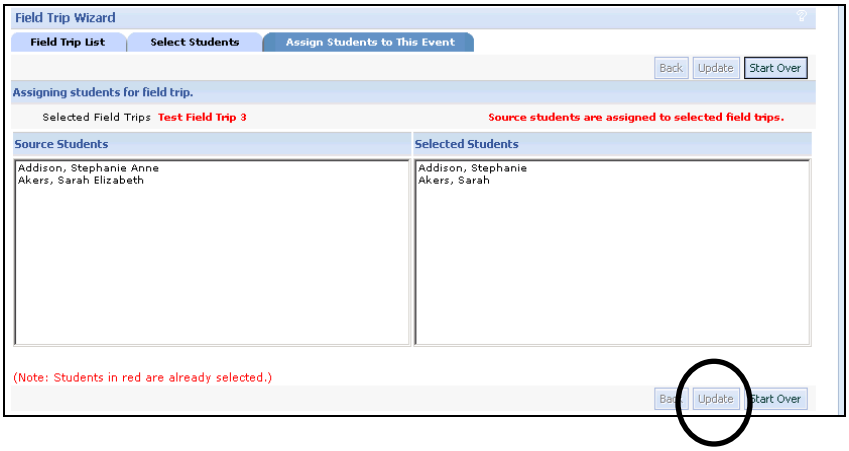
To narrow student search, select criteria and click "**Search**".

Click on student names under "**Source Students**" to move under "**Selected Students**".

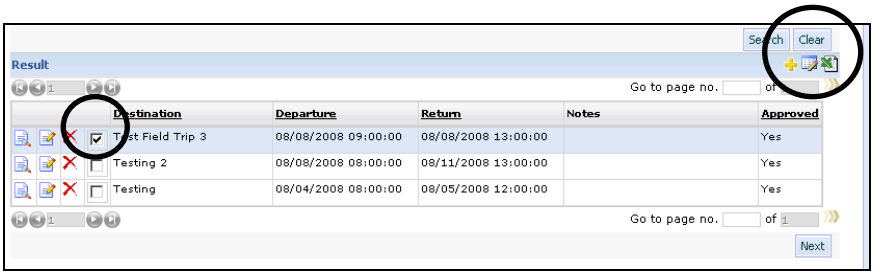
After students are listed under Selected Students, click "**Next**" at the bottom of the screen.

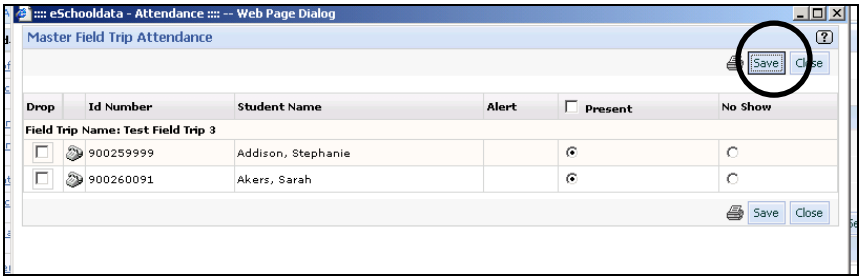


Click "**Update**" to assign Selected Students to this field trip.



Taking Field Trip Attendance



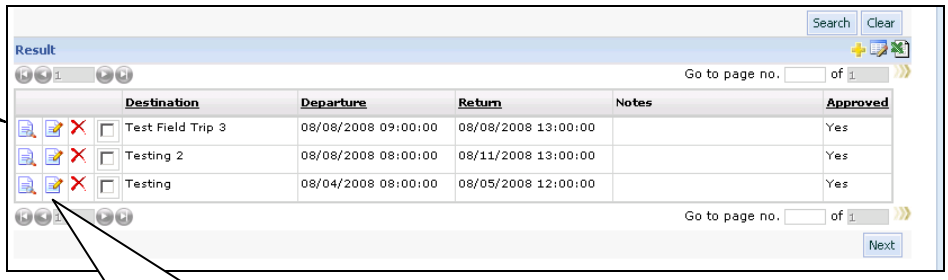


Take attendance for a field trip:

1. Check mark the Field trip.
2. Click on **Clip Board** Icon next to the yellow +.
3. In the Master Field Trip Attendance window students can be checked Present, No Show, or Drop from the Field Trip.
4. To Drop a student from the field trip, put a check in front of the student's name and click the **Drop** button at the top of the page.
5. Click "**Save**"

Viewing or Editing a Field Trip

To view a field trip, click on the Magnifying Glass Icon.

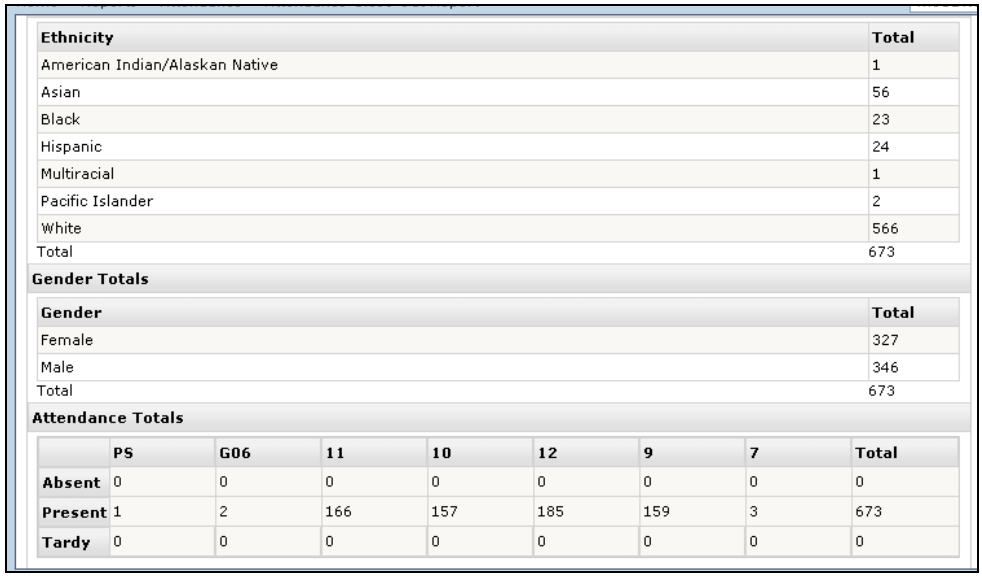


To edit a field trip, click on the Pencil Icon.

Attendance Closeout Report

Reports > Attendance> Attendance Closeout Report

The Attendance Closeout Report is a snapshot list of attendance totals for a particular date generated after the Attendance Close Out Defaults is run. Any changes made to student attendance after that date will not be reflected in this report. The attendance totals are listed by Status, Grade, Ethnicity, and Gender.



Ethnicity	Total
American Indian/Alaskan Native	1
Asian	56
Black	23
Hispanic	24
Multiracial	1
Pacific Islander	2
White	566
Total	673

Gender Totals

Gender	Total
Female	327
Male	346
Total	673

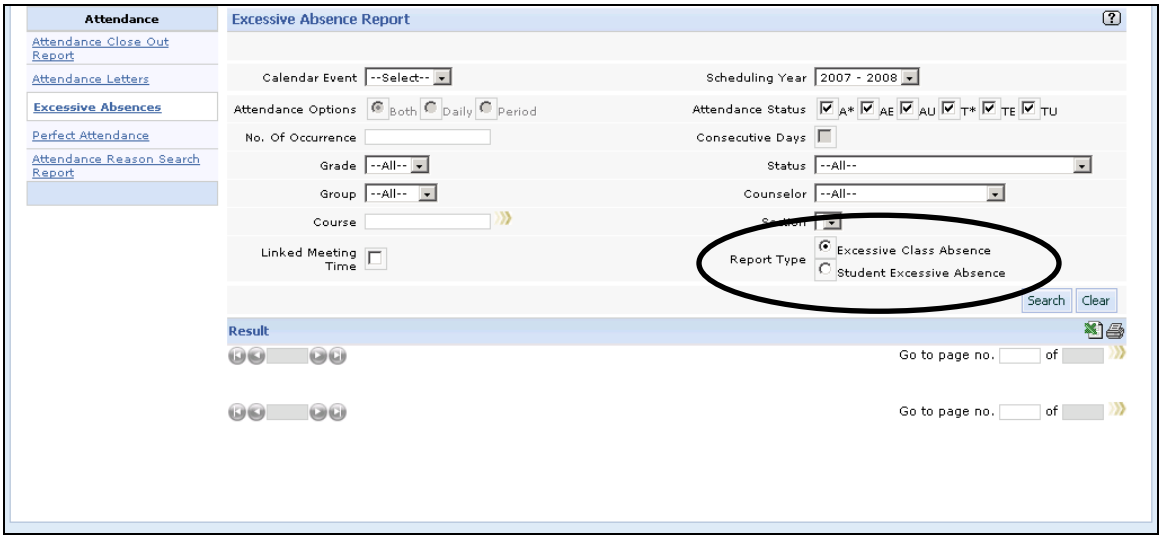
Attendance Totals

	PS	G06	11	10	12	9	7	Total
Absent	0	0	0	0	0	0	0	0
Present	1	2	166	157	185	159	3	673
Tardy	0	0	0	0	0	0	0	0

Excessive Absences

Reports> Attendance> Excessive Absences

The Excessive Absences report searches for students meeting the selected attendance criteria for Absences and/or Tardies. There are two Report Types: Excessive Class Absences or Student Excessive Absences



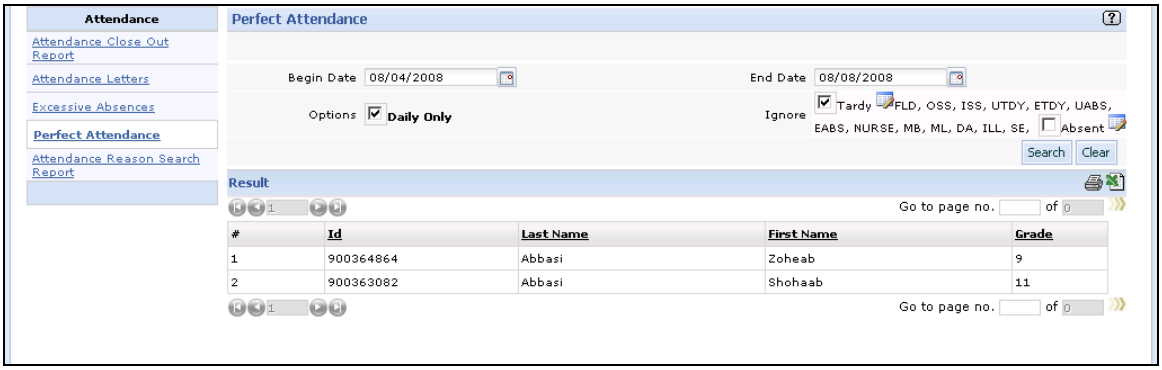
Select criteria and click "**Search**".

Print report or open in Excel.

Perfect Attendance

Reports> Attendance> Perfect Attendance

The Perfect Attendance report identifies students with perfect attendance based on the criteria entered. This can be run for any date range and includes the ability to ignore specific Absent/Tardy attendance reasons that should not count against a student's attendance record according to your school's attendance policy.



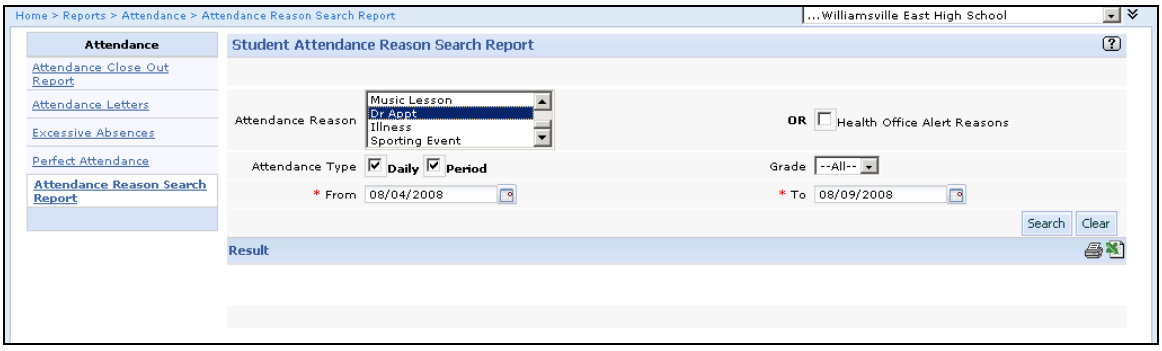
Note: Checking "**Daily Only**" will look at only Daily Attendance. Leaving this check box empty will include Period Attendance in this report.

To ignore specific attendance reasons for Tardy and/or Absent, click on the Tardy or Absent button and click on the reasons to be ignored in the list. Then click "**Search**".

Attendance Reasons Search Report

Reports> Attendance> Attendance Reasons Search Report

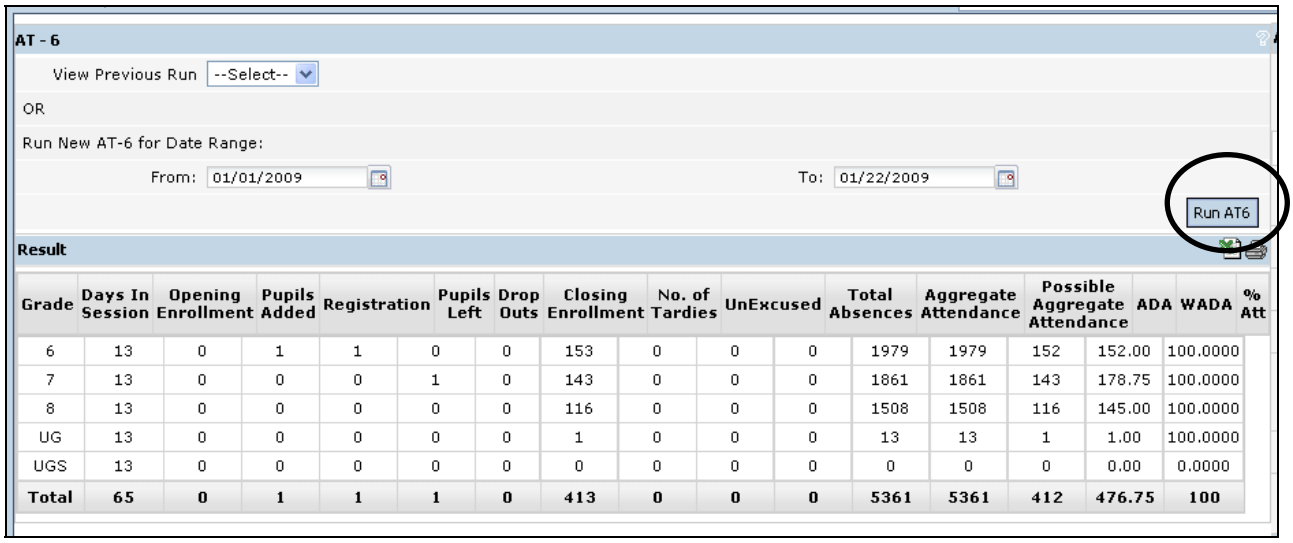
The Attendance Reasons Search Report allows a user to search for students who were absent/tardy for a particular reason or group of reasons for a specified date range.



AT-6

Reports> Attendance> AT-6

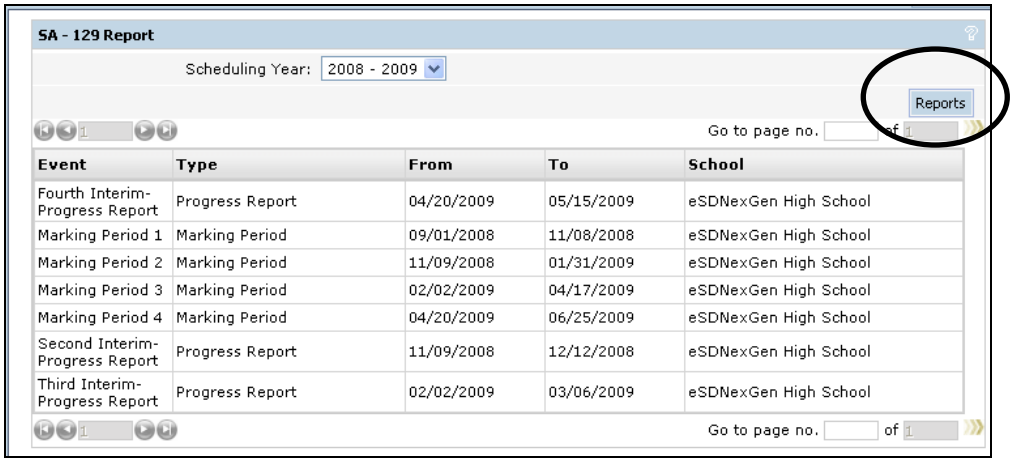
The AT-6 report can be run for any date range. Enter the date range and click “Run AT6”. Runs are stored and can be re-run from the “View Previous Run” dropdown.



Grade	Days In Session	Opening Enrollment	Pupils Added	Registration	Pupils Left	Drop Outs	Closing Enrollment	No. of Tardies	UnExcused	Total Absences	Aggregate Attendance	Possible Aggregate Attendance	ADA	WADA	% Att
6	13	0	1	1	0	0	153	0	0	0	1979	1979	152	152.00	100.0000
7	13	0	0	0	1	0	143	0	0	0	1861	1861	143	178.75	100.0000
8	13	0	0	0	0	0	116	0	0	0	1508	1508	116	145.00	100.0000
UG	13	0	0	0	0	0	1	0	0	0	13	13	1	1.00	100.0000
UGS	13	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0.0000
Total	**65**	**0**	**1**	**1**	**1**	**0**	**413**	**0**	**0**	**0**	**5361**	**5361**	**412**	**476.75**	**100**

SA129

Reports> Attendance> SA129



Event	Type	From	To	School
Fourth Interim-Progress Report	Progress Report	04/20/2009	05/15/2009	eSDNexGen High School
Marking Period 1	Marking Period	09/01/2008	11/08/2008	eSDNexGen High School
Marking Period 2	Marking Period	11/09/2008	01/31/2009	eSDNexGen High School
Marking Period 3	Marking Period	02/02/2009	04/17/2009	eSDNexGen High School
Marking Period 4	Marking Period	04/20/2009	06/25/2009	eSDNexGen High School
Second Interim-Progress Report	Progress Report	11/09/2008	12/12/2008	eSDNexGen High School
Third Interim-Progress Report	Progress Report	02/02/2009	03/06/2009	eSDNexGen High School

ATTENDANCE		
TASK		WHERE TO FIND IT
1.	Editing individual student attendance.	Student> Attendance> Attendance Profile
2.	Add future attendance events to an individual student. (Doctor's appointment, illness, early dismissal, vacation)	Student> Attendance> Attendance Profile > + Events > Attendance Events
3.	Rapid entry screen for Early Dismissal , Late Arrival, Full Day, or Mid Day	Student> Attendance> Attendance Profile > Early Dismissals, Late Arrivals, Full Day, or Mid Day button
4.	View teachers who have not taken attendance.	Student> Attendance > Period Attendance Summary
5.	Copy HR attendance to daily attendance.	Student> Attendance > Attendance Close Out Defaults
6.	Enter Notes	Student> Attendance > Daily Attendance Reconciliation
7.	Attendance Event for a group of students	Student> Attendance > Attendance Event Wizard
8.	Field Trips	Student> Attendance > Field Trip Wizard

ATTENDANCE REPORTS	
Absent/Tardy List	Student> Attendance > Daily Attendance Status by Date
Skip Report	Student> Attendance > Attendance Status by Date
List of all early dismissals, late arrivals, etc.	Student> Attendance > Student Attendance Events Report
Absent/Tardy reasons report	Reports> Attendance > Attendance Reasons Search Report
Attendance totals based on student status, grade, ethnicity or gender.	Reports>>Attendance > Attendance Closeout Report
SA129 report	Reports>Attendance > SA129 Report
AT-6 report (This report can also be run by ethnicity.)	Reports>Attendance > AT-6
MAINTENANCE – CHECK AT LEAST ONCE A MONTH	
Find attendance errors or things that just are not quite right.	Student> Attendance > Attendance Profile > Attendance Exceptions

Appendix

Entering OSS/ISS/Home Tutoring

Student> Attendance> Student Attendance Report

The easiest way to enter attendance that covers a whole day or more, such as Out-of-School Suspension, In-School Suspension, Home Tutoring, or Vacation, is as a Full Day Event. If the Event covers more than 1 day into the future, the system will update the student's attendance automatically.